

### **Standard Forms**

- o Program Specific Cover Pages
  - Cover Page for Planetary Astronomy and Planetary Atmospheres
  - Cover Page for Cosmochemistry
  - Cover Page for Planetary Geology and Geophysics
- o Other Personnel
- o Proposal Abstract
- o Total Budget Summary
- o Yearly Budget Summary
- o Current and Pending Support
- o Certification Regarding Debarment, Suspension, and Other Responsibility Matters
  - A signature is required for all proposals, including renewals.
- o Certification Regarding Drug-Free Workplace Requirements
  - A signature is required for all proposals, including renewals.
- o Certification Regarding Lobbying (if total multi-year funding > \$100,000)
  - A signature is required for all proposals, including renewals.

## **REQUIRED CONTENTS OF STANDARD PROPOSAL**

### **COVER SHEETS**

- COVER PAGE
- OTHER PERSONNEL
- PROPOSAL ABSTRACT
- BUDGET SUMMARY FOR TOTAL
- BUDGET SUMMARY FOR EACH YEAR
- CURRENT AND PENDING SUPPORT
- TABLE OF CONTENTS

### **MAIN BODY OF PROPOSAL**

- RESEARCH OBJECTIVES
- DETAILED WORK PLAN
- EXPECTED RESULTS
- RELEVANCE OF PROPOSED WORK
- ROLE OF PI, CO-I, AND OTHER PERSONNEL
- DATA REQUIREMENTS
- SUPPORTING FACILITIES
- REFERENCES

### **RESUMES OF PRINCIPAL INVESTIGATOR AND CO-INVESTIGATORS**

### **DETAILED BUDGETARY AND ADMINISTRATIVE INFORMATION**

### **CERTIFICATIONS**

- CERTIFICATION REGARDING DRUG FREE WORKPLACE
- CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
AND OTHER RESPONSIBILITY MATTERS
- CERTIFICATION REGARDING LOBBYING (IF REQUIRED)

### **APPENDICES**

**PLANETARY ASTRONOMY AND  
ATMOSPHERES PROGRAMS**

Log No. \_\_\_\_\_  
Date Received: \_\_\_\_\_

Do not write in the shaded area.

**NRA #: 97-OSS-04** \_\_\_\_\_

**Grant/Contract/RTOP #:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Please check all boxes appropriate to this NRA:**

☐ **Planetary Astronomy**

☐ **Planetary Atmospheres**

☐ **Major Equipment**

☐ **Full Proposal: New Research**

☐ **Full Proposal: Renew  
Ongoing Research**

**For Planetary Astronomy Research Areas** (please check only the one box that indicates the primary intent of the proposal)

☐ **Inner Planets  
& their satellites**

☐ **Outer Planets & their  
satellites**

☐ **Small Bodies (Asteroids,  
Comets, etc.)**

☐ **Facility Support/  
Instrumentation**

**For Planetary Atmospheres Research Areas** (please check only the one box that indicates the primary intent of the proposal)

☐ **Structure/  
Composition**

☐ **Dynamics**

☐ **Particles/ Aerosols**

☐ **Radiative  
Transfer**

☐ **Molecular  
Properties/Spectra**

☐ **Aeronomy/  
Theory**

☐ **Aeronomy /Energy  
Deposition**

☐ **Aeronomy/  
Chemistry**

☐ **Solar Wind  
Interaction**

**Type of Organization:** \_\_\_\_\_  
(Profit, non-profit, university, etc.)

**Proposal Title:** \_\_\_\_\_

**Principal Investigator (Name):** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Institutional Authorization Official:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

# COSMOCHEMISTRY PROGRAM

Log No.

Date Received:

Do not write in the above area.

NRA #: 97-OSS-04

Grant/Contract/RTOP #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Please check all that apply to this NRA:

☐ Mineralogy/  
Petrology

☐ Analytic and  
Experimental  
Geochemistry

☐ Isotope  
Geochemistry

☐ Major  
Equipment

☐ Full Proposal  
New Research

☐ Supplement  
(Progress) Proposal

☐ Full Proposal  
Renew Ongoing  
Research

Research Area: \_\_\_\_\_

(Indicate main research area; i.e., inner planets, outer planets, comets, solar nebula, etc.)

Type of Organization: \_\_\_\_\_

(Profit, non-profit, university, etc.)

Proposal Title: \_\_\_\_\_

Principal Investigator (Name): \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Internet Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Institutional Authorization Official:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

# PLANETARY GEOLOGY AND GEOPHYSICS

Log No.

Date Received:

Do not write in the above area.

NRA #: 97-OSS-04

Grant/Contract/RTOP #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Please check all that apply to this NRA:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Geology         | <input type="checkbox"/> Geophysics       | <input type="checkbox"/> Solar System Dynamics |
| <input type="checkbox"/> Remote Sensing  | <input type="checkbox"/> Geologic Mapping | <input type="checkbox"/> Cartography           |
| <input type="checkbox"/> Major Equipment |   |  |

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Full Proposal:<br>New Research | <input type="checkbox"/> Full Proposal: Renew<br>Ongoing Research | <input type="checkbox"/> Supplement<br>(Progress) Proposal |
|---|---|--|

Proposal Title: \_\_\_\_\_

Principal Investigator (Name): \_\_\_\_\_

Institution: \_\_\_\_\_

Type of Organization: \_\_\_\_\_  
(Profit, non-profit, university, etc.)

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Internet Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Institutional Authorization Official:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Internet Address: \_\_\_\_\_

NRA #: 97-OSS-04

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**Institution Contact or Business Representative:**

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**Please list all names and institutions below (use separate sheet if necessary)**

Co-Investigators:

Institutions:

Collaborators:

Institutions:

**Proposed Duration of Project:** \_\_\_\_\_ months

**Desired Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Budget Request:**

Year 1

Year 2

Year 3

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Total Funding Requested:** \$ \_\_\_\_\_

RTOP# \_\_\_\_\_  
GRANT/CONTRACT NO. \_\_\_\_\_

**PROPOSAL SUMMARY**

TITLE: \_\_\_\_\_

PRINCIPAL INVESTIGATOR: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

FIRST YEAR REQUESTED FUNDS: \_\_\_\_\_

FIRST YEAR REQUESTED START DATE: \_\_\_\_\_

FIRST YEAR REQUESTED END DATE: \_\_\_\_\_

**ABSTRACT**

Type single-spaced within the space provided below. List:

- 1) Goals, overall objectives and justification of the work;
- 2) Progress and accomplishments of the prior year, or "new proposal";
- 3) Anticipated accomplishments listing what will be done this year, as well as how and why
- 4) PI's relevant publications on separate page (list in this way: Smith, A. B.: Spectroscopy of Comet Halley. AP. J. 123, 25-37, 1987).

**DO NOT USE ADDITIONAL SHEETS.**

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RTOP# \_\_\_\_\_  
GRANT/CONTRACT NO. \_\_\_\_\_

**FULL BUDGET SUMMARY**

TITLE: \_\_\_\_\_

PRINCIPAL INVESTIGATOR: \_\_\_\_\_

FULL DURATION REQUESTED: \_\_\_\_\_ YRS START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

1. SALARIES AND WAGES.....\$ \_\_\_\_\_
2. SUPPLIES AND MATERIALS.....\$ \_\_\_\_\_
3. EQUIPMENT PURCHASES.....\$ \_\_\_\_\_
4. COMPUTER TIME (paid with PI funds).....\$ \_\_\_\_\_
5. SERVICES.....\$ \_\_\_\_\_
6. PUBLICATIONS AND COMMUNICATIONS.....\$ \_\_\_\_\_
7. TRAVEL\*.....\$ \_\_\_\_\_
8. OTHER (INCLUDING BENEFITS AND OVERHEAD).....\$ \_\_\_\_\_
9. SUBTOTAL FULL DURATION BUDGET.....\$ \_\_\_\_\_
10. INSTITUTIONAL CONTRIBUTIONS.....\$ \_\_\_\_\_
11. CARRYOVER FROM PREVIOUS AWARD.....\$ \_\_\_\_\_
12. TOTAL BUDGET REQUESTED FOR ALL YEARS  
NEW FUNDS REQUESTED FROM NASA (LINE 9, 10, 11) \$ \_\_\_\_\_

\*\*\*\*\*

**SUMMARY OF STAFFING REQUEST (NEAREST \$K, NEAREST 0.1 WORKYEAR)**

- |    |                                 |         |          |
|----|---------------------------------|---------|----------|
| 1. | SENIOR PERSONNEL (GIVE NAMES)   | _____wy | \$ _____ |
| 2. | TECHNICAL SUPPORT (GIVE NUMBER) | _____wy | \$ _____ |
| 3. | OTHER                           | _____wy | \$ _____ |
| 4. | TOTALS                          | _____wy | \$ _____ |

\* Provide names of travelers, dates, and destinations for each year of support requested.

**SUMMARY OF FUNDING REQUEST (NEAREST 0.1 WORKYEAR, NEAREST \$0.1K)**

SENIOR PERSONNEL	_____wy	\$ _____
TECHNICAL SUPPORT	_____wy	\$ _____
OTHER	_____wy	\$ _____
TOTALS	_____wy	\$ _____



RTOP# \_\_\_\_\_  
 GRANT/CONTRACT NO. \_\_\_\_\_

### YEARLY BUDGET SUMMARY

#### FIRST YEAR BUDGET AND PERSONNEL SUMMARY BREAKDOWN

TITLE: \_\_\_\_\_

PRINCIPAL INVESTIGATOR & INSTITUTION: \_\_\_\_\_

#### SUMMARY OF FIRST YEAR PROPOSED COSTS: (nearest \$K)

1.	SALARIES AND WAGES.....	\$ _____
2.	SUPPLIES AND MATERIALS.....	\$ _____
3.	EQUIPMENT PURCHASES.....	\$ _____
4.	COMPUTER TIME (paid with PI funds).....	\$ _____
5.	SERVICES.....	\$ _____
6.	PUBLICATIONS AND COMMUNICATIONS.....	\$ _____
7.	TRAVEL*.....	\$ _____
8.	OTHER (INCLUDING BENEFITS AND OVERHEAD)..	\$ _____
9.	SUBTOTAL FIRST YEAR BUDGET.....	\$ _____
10.	INSTITUTIONAL CONTRIBUTIONS.....	\$ _____
11.	CARRYOVER FROM PREVIOUS AWARD.....	\$ _____
12.	TOTAL BUDGET REQUESTED FOR ALL YEARS	
	NEW FUNDS REQUESTED FROM NASA (LINES 9, 10, 11)	\$ _____
	*****	

#### SUMMARY OF STAFFING REQUEST (NEAREST \$K, NEAREST 0.1 WORKYEAR)

1.	SENIOR PERSONNEL (GIVE NAMES)	_____ wy	\$ _____
2.	TECHNICAL SUPPORT (GIVE NUMBER)	_____ wy	\$ _____
3.	OTHER	_____ wy	\$ _____
4.	TOTALS	_____ wy	\$ _____

\* Provide names of travelers, dates, and destinations for each year of support requested.

#### SUMMARY OF FUNDING REQUEST (NEAREST 0.1 WORKYEAR, NEAREST \$0.1K)

TASK SHORT TITLE	SENIOR PERSONNEL	TECHNICAL SUPPORT	OTHER COSTS
1. _____	/	/	_____
2. _____	/	/	_____
3. _____	/	/	_____
4. _____	/	/	_____

## **CURRENT AND PENDING RESEARCH SUPPORT**

Include all current research support for all other sources. Also include the proposed project and all other research requiring a part of the PI's time. State the number of person months regardless of the source of the support.

Name of Principal Investigator \_\_\_\_\_

**A. Current Support**

1. Source of Support \_\_\_\_\_
2. Project Title \_\_\_\_\_
3. Award Amount \_\_\_\_\_
4. Period of Award \_\_\_\_\_
5. Person-Months \_\_\_\_\_

**B. Pending Proposals (including supplement applications)**

1. Source of Support \_\_\_\_\_
2. Project Title \_\_\_\_\_
3. Award Amount \_\_\_\_\_
4. Period of Award \_\_\_\_\_
5. Person-Months \_\_\_\_\_

**Other Agencies to which this proposal, or parts thereof, has been submitted:**

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**Duplicate this page as many times as needed to provide a complete list.**

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## Certification Regarding Drug-Free Workplace Requirements Grantees Other Than Individuals

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This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations, published in the January 31, 1989 Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment (see 34 CFR Part 85, Sections 85.615 and 85.620).

This grantee certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about -
  - The dangers of drug abuse in the workplace;
  - The grantee's policy of maintaining a drug-free workplace;
  - Any available drug counseling, rehabilitation, and employee assistance programs; and
  - The penalties that may be imposed upon employees for drug abuse violations in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
  - Abide by the terms of the statement; and
  - Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2) , with respect to any employee who is so convicted -
  - Taking appropriate personnel action against such an employee, up to and including termination; or
  - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph (a), (b), (c), (e), and (f).

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Organization Name

PR/Award Number or  
Proposal Name

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Name and Title of Authorized Representative

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Signature

Date

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**Certification Regarding  
Debarment, Suspension, and Other Responsibility Matters  
Primary Covered Transactions**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Organization Name

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PR/Award Number or Proposal Name

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Name and Title of Authorized Representative

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Signature

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Date

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## Certification Regarding Lobbying

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Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure.

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Organization Name

PR/Award Number or Proposal Name

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Name and Title of Authorized Representative

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Signature

Date